Time and Attendance Reporting

Center Level Procedure
GRC-P3.3.7

Agenda

- Background
- Responsibilities
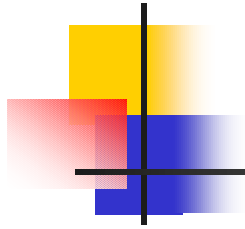- NASA C-9993, T&A Worksheet
- Changes to TADS
- Summary

Background

- **Implementation of Maxiflex**

    - Necessitated a change to the Time and Attendance Distribution System (TADS)

    - Required updated procedures
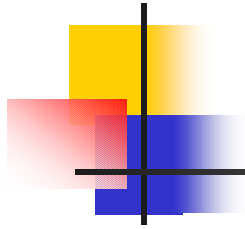
Responsibilities

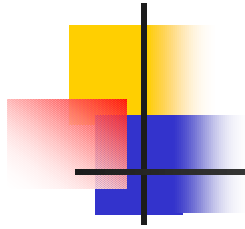- Employees
- Supervisors
- Timekeepers
- Data Entry Clerks

Responsibilities

> ## Employees
>> Record daily in and out times
>>
>> Record daily hours worked or leave taken
>>
>> Use valid job order codes
>>
>> Sign sheet at end of the pay period
>>
>> Notify supervisor of pay or leave discrepancies
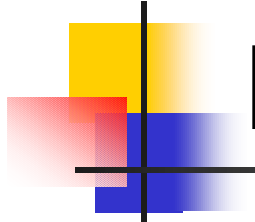
Responsibilities

- ➢ **Supervisors**
  - ➢ **Assure daily and accurate reporting of hours worked and leave taken by employees**
  - ➢ **Assure accurate reporting against valid job orders**
  - ➢ **Certify timesheets via TADS at end of the pay period**
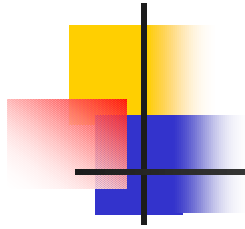
Responsibilities

- **Supervisors**
  - Assign timekeeping responsibilities to civil servants only
  - Ensure that records are properly maintained
  - Take action to resolve any discrepancies in employees' pay or leave records
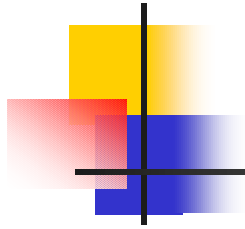
Responsibilities

- **Timekeepers**
  - **Verify hours worked and leave taken with the in and out times recorded by employees**
  - **Enter into TADS hours worked and leave taken against valid job order numbers,** *or*
  - **Verify information entered by Data Entry Clerks**

Responsibilities

- Timekeepers
  - Notify employee of any discrepancies
  - Print certified copy of Employee Time Report
  - Maintain file of certified time report and signed worksheet

Responsibilities

- Entry Clerks
  - Enter data from worksheet
  - Alert timekeepers to validation edit errors
  - Enter data from corrected timesheet

Time and Attendance Worksheet   NASA C-9993

- **Pay Codes (Valid Job Order Number)**
  - Regular hours worked (REG)
  - Religious hours worked (ROE)
  - Credit hours worked (CRE)

Time and Attendance Worksheet   NASA C-9993

- Premium Pay Codes
  - Compensatory Time Earned(CTE)
  - Overtime(OT)
  - Hazardous Duty(HD)
  - Holiday Worked(HLWK)

Time and Attendance Worksheet   NASA C-9993

- ➢ **Premium Pay Codes**
  - ➢ **Night Differential(ND)**
    - ➢ Hours worked between 6:00pm and 6:00 am
      not   OT, CTE, CRE
  - ➢ **Sunday Differential(SD)**
    - ➢ Hours worked on Sunday
      not OT or CTE
    - ➢ Credit hours cannot be worked on a Sunday.

Time and Attendance Worksheet   NASA C-9993

- ➢ **Remark Codes**
  - ➢ Call Back(CB)
  - ➢ Informational Time(IT)
  - ➢ Official Business(OB)
  - ➢ Physical Fitness Facility(PF)
  - ➢ Reassigned Hours(RH)
  - ➢ Telecommuting(TC)

Time and Attendance Worksheet   NASA C-9993

- ➢ **Leave Codes**
  - ➢ Annual Leave (AL)
  - ➢ Sick Leave (SL)
  - ➢ Holiday (HOL)
  - ➢ Compensatory Time Used (CTU)
  - ➢ Credit Hours Used (CRU)

Time and Attendance Worksheet   NASA C-9993

- **Other Leave Codes**
    - Administrative Leave (ADM)
    - Absent Without Leave (AWOL)
    - Court Leave (CL)
    - Continuation of Pay (COP)
    - Donated Leave (DL)
    - Excused Leave (EX)
    - Graduate Leave (GRAD)

Time and Attendance Worksheet   NASA C-9993

- Other Leave Codes
  - Jury Duty (JD)
  - Leave Without Pay (LWOP)
  - Military Duty (MIL)
  - Religious Observance Used (ROU)
  - Restored Leave (RST)
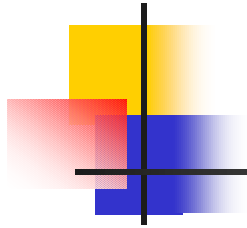 - Suspended (SUSP)
  - Time Off Award (TOA)

Time and Attendance Worksheet   NASA C-9993

- ➢ **Employees**
  - ➢ Record time work started and work ended in five minute increments on the clock
  - ➢ Record in and out times for lunch if more than thirty minutes
  - ➢ Enter total hours worked or leave taken each day
  - ➢ Sign form at the end of the pay period
  - ➢ Forward completed worksheet to Timekeeper

System

No longer requires the input of in and out times

Summary

- **Maxiflex required changes to TADS**

- **These changes eliminate the entering of daily in and out times into the system**

- **These changes have not eliminated the requirement to enter in and out times on the NASA C-9993, Time and Attendance Worksheet**